

**MATTITUCK-LAUREL LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING
AGENDA**

MEETING DATE: Monday May 12, 2025

MEETING TIME: 6:00 PM

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of the Agenda**
- IV. Review and Approval of the Minutes of April 14, 2025 Regular Board Meeting**
- V. Approval of Treasurer's Report**
- VI. Approval of the Personnel Report**
- VII. Director's Report**
- VIII. President's Remarks**
- IX. Committee Reports**
- X. Old Business**
- XI. New Business**
 - A. Approval of 2026 Draft Budget**
 - B. Approval of 2026 Budget Message**
 - C. Audit Engagement Letter – 2024 Annual Audit**
- XII. Period of Public Expression**
- XIII. Adjournment**

Next Meeting – June 9, 2025

MATTITUCK-LAUREL LIBRARY
APPROVED MINUTES OF THE REGULAR MONTHLY MEETING
May 12, 2025

Present

Jim Underwood, President
Mary Sanchez, Vice President
Colleen Grattan-Arnoff, Treasurer
Katie O'Rourke, Secretary
John Carter, Trustee
Peter Kren, Trustee
Shauna Scholl, Director

Absent with Excuse

Randi Teitel, Trustee

I. Call To Order/II. Pledge of Allegiance

Jim called the meeting to order at 6PM, with a quorum present.

III. Approval of the Agenda

The agenda was adopted.
(John, Colleen; unanimous (6-0))

IV. Review and Approval of the Minutes of April 14, 2025 Regular Board Meeting

The minutes of the meetings held April 14, 2025 were approved.
(Peter, Colleen; unanimous (6-0))

V. Approval of Treasurer's Report

Warrants

Colleen reviewed the warrants with the Board.

The Board approved payment of the following **APRIL 2025** warrant:

OPERATING ACCOUNT	\$ 97,519.70
CULTURAL ACTIVITIES FUND	1,346.45
MONEY MARKET ACCOUNT	1,000.00
BUILDING FUND SAVINGS	.00
BUILDING FUND CHECKING	.00
Donations in excess of \$1,000	
Friends of the Mattituck-Laurel Library \$1,000	
For Dollywood Imagination Library	
(Mary, Peter; unanimous (6-0))	
<i>April payroll has four weeks.</i>	

VI. Approval of the Personnel Report

The Personnel report was presented in written format. The Board reviewed the personnel report with interest. The Personnel Report was approved.

(Colleen, Katie; unanimous (6-0))

VII. Director's Report

The Director's report was presented in written format. The Board reviewed the director's report with interest. The Director's Report was approved.

(John, Peter; unanimous (6-0))

Shauna shared the Education portion of the New York State 2026 budget with the Board. Library Operating Aid: \$106.325M, +2.473M from last year; Public Library Construction Aid: \$44M, same as last year; Library Social Worker Pilot Program: \$150,000, new this year; Love Your Library Fund: \$100,000, same as last year; Dolly Parton Imagination Library: \$1M, +\$500,000 from last year. This is very good news for public libraries. Kevin Verbesey, director of the Suffolk Cooperative Library System, will provide a more comprehensive examination of the budget with Shauna and other library directors soon. The Trustees will be required to attend an annual training; Shauna will reach out to Kevin Verbesey to set up a September appointment to fulfill this obligation. 40 patrons attended a Mental Health Forum at the library on Saturday, May 10th. This program was hosted by the Suffolk County Multicultural Advisory Committee and several vendors set up at the event. Shauna shared that a mental health advocate and Mattituck resident will host *From Denial to Discussion: Putting a Human Face on Mental Illness* this Saturday, May 17th at 10:30AM. All departments at the library are busy planning for summer programs. Shauna promised that she would share the link to the film: *Free For All: The Public Library*, a documentary about how public libraries shaped a nation and remain a beloved sanctuary for Americans today. Shauna planned to join a zoom meeting hosted by the Town of Southold about zoning updates immediately following this evenings Board meeting from 6:30PM – 8:30PM.

VIII. President's Remarks

Jim shared that Shauna will be submitting an article outlining the five primary goals of the library renewal project to the Suffolk Times in response the May 4, 2025 Letter to the Editor. While this reader's points cannot be ignored, it is a fact that the library building is in dire need of repairs. Jim assures us that despite the financial risks we will move forward prudently. It is hoped that Shauna's response will appear in the May 15th edition of The Suffolk Times.

IX. Committee Reports

The Budget / Finance / Audit Committee met and discussed the 2026 Draft Budget.

The Building & Grounds Committee met on Wednesday, May 7th and discussed the building renovation and plans for the Informational Open House on Wednesday, June 4, 2025 @ 5PM.

X. Old Business

none

XI. New Business

A. Approval of 2026 Draft Budget

Accept the 2026 Draft Budget

(Mary, Peter; unanimous (6-0))

B. Approval of 2026 Budget Message

Accept the 2026 Budget Message

(Katie, John; unanimous (6-0))

C. Audit Engagement Letter – 2024 Annual Audit

Approve the Audit Engagement Letter for the 2024 Annual Audit

(Mary, Colleen; unanimous (6-0))

XII. Period of Public Expression

Public comment was given.

XIII. Adjournment

Motion to adjourn at 6:25PM

(Peter, John; unanimous (6-0))

Dates of Future Board Meetings

Monday June 9, 2025

Monday, July 14, 2025

Monday, August 11, 2025

Respectfully submitted,

Katie O'Rourke

Secretary



Mattituck-Laurel LIBRARY

Warrants / Expenses

These are the expenses for the month and year of April 2025

Approved at the Library Board Meeting on May 12, 2025

Operating Account Total \$ 97,519.70

Payroll \$ 72,126.04

Non Payroll \$ 25,393.66

Cultural Activities Fund \$ 1,346.45

Money Market Account \$ 1,000.00

Building Fund Savings \$ 0

Building Fund Checking \$ 0

Donations in excess of \$1,000 Friends of the Mattituck-Laurel Library \$1,000
For Dollywood Imagination Library

April payroll has four weeks.

5/12 CGA

05/02/25

**Mattituck-Laurel Library
Fund Balance Report**

	<u>Jan - Apr 25</u>
General Fund	
Operating Fund	365,161.08
Building Fund	
Checking	269,096.89
Savings	57,313.71
	<hr/>
Total Building Fund	326,410.60
	<hr/>
Total General Fund	691,571.68
Cultural Activities Fund	
Coffee Machine	761.67
Teen Programs	243.96
Children's Programs	1,226.17
Staff Activity Fund	1,760.40
Adult Programs Wash Account	12,491.11
Designated Gifts	657.80
Parent-Toddler Programs	64.23
Staff Ordering Account	-118.19
	<hr/>
Total Cultural Activities Fund	17,087.15
Gift and Trust Fund - MM	
Claire Lincoln Memorial	2,637.09
Local History Books	26,778.90
Undesignated & Interest	43,295.80
Capital Reserve Fund	724,680.19
Unemployment Insurance	30,000.00
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Total Gift and Trust Fund - MM	827,391.98
	<hr/>
TOTAL	1,536,050.81

05/02/25

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
April 2025

Date	Name	Memo	Original Amount	Paid Amount
Library Materials				
Youth Materials				
Youth Arts & Crafts				
04/22/2025	Fun Express, LLC	Various Sand crafts, Yarn crafts	271.23	271.23
04/29/2025	Amazon Capital Services	Storage Bins, 32 qt, 13 qt, 2.7 qt	116.97	116.97
Total Youth Arts & Crafts				388.20
Youth DVD's				
04/22/2025	Midwest Tape	506995482	23.79	23.79
Total Youth DVD's				23.79
Youth Books				
04/01/2025	B&T Juvenile Account	March invoices	485.71	485.71
Total Youth Books				485.71
Total Youth Materials				897.70
Adult Materials				
DVD/Music CD				
04/08/2025	ELM USA, Inc.	PRO-03584B Monthly min. chrg. / Previous co...	25.00	25.00
04/22/2025	Midwest Tape	506995483	17.49	17.49
04/22/2025	Midwest Tape	507032044	35.68	35.68
04/29/2025	Midwest Tape	507059781	35.68	35.68
04/29/2025	Midwest Tape	507059783	23.09	23.09
04/29/2025	Midwest Tape	507059784	21.69	21.69
Total DVD/Music CD				158.63
Digital Material Subscriptions				
04/01/2025	Kanopy, Inc.	168 Tickets, 1 Credit	173.00	173.00
04/01/2025	Midwest Tape	Hoopla Month ending 03/31/2025	203.20	203.20
Total Digital Material Subscriptions				376.20
Adult Books				
04/01/2025	B&T Adult Account	March invoices	1,899.56	1,899.56
04/29/2025	Amazon Capital Services	Tea History, Growing Tea Garden - Qty 2 Books	36.38	36.38
Total Adult Books				1,935.94
Large Print Books				
04/01/2025	B&T Adult Account	March invoices	39.00	39.00
Total Large Print Books				39.00
Newspapers				
04/25/2025	Daily News	Pays through 5/28/25	90.00	90.00
04/29/2025	Newsday	Subscription period from 5/13/25 through 7/7/...	343.92	343.92
Total Newspapers				433.92
Total Adult Materials				2,943.69
Teen Materials				
04/01/2025	B&T Teen Account	March invoices	66.12	66.12
04/22/2025	Business Card	Amazon gift cards Qty 5	50.00	50.00
04/29/2025	Amazon Capital Services	50 pk Non woven Bags w/ handles	29.99	29.99
Total Teen Materials				146.11
Total Library Materials				3,987.50
Technology				
04/04/2025	PM Communications Corp.	Monthly Maintenance	117.89	117.89
04/22/2025	Business Card	Makerbot extruders \$150.35 less tax refund \$...	138.25	138.25
04/22/2025	Business Card	Markerbot build plate \$104.94 less tax refund ...	96.50	96.50
Total Technology				352.64
Operations and Maintenance				

05/02/25

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
April 2025

Date	Name	Memo	Original Amount	Paid Amount
Building Maintenance				
Aquarium Maintenance				
04/14/2025	Living Art Aquariums	Service 3/13/25 and 3/25/25	230.00	230.00
	Total Aquarium Maintenance			230.00
Security Monitoring				
04/04/2025	Suffolk Security Systems, Inc.	Standard Digital Monitoring 05/01/25 to 07/31/...	122.85	122.85
	Total Security Monitoring			122.85
Other Building Maint.				
04/22/2025	Business Card	Ceiling tiles from Home Depot	118.50	118.50
	Total Other Building Maint.			118.50
	Total Building Maintenance			471.35
Electric				
04/28/2025	PSEGLI	Service from Mar 20, 2025 to Apr 21, 2025	1,633.05	1,633.05
	Total Electric			1,633.05
Gas				
04/29/2025	National Grid	Billing period Mar 20, 2025 to Apr 18, 2025	988.56	988.56
	Total Gas			988.56
Grounds Maintenance				
Sprinkler Maintenance				
04/17/2025	Lindsay Irrigation, Inc.	Spring start up 4/3/25, replace rotor head and ...	334.00	334.00
	Total Sprinkler Maintenance			334.00
Other Grounds Maintenance				
04/14/2025	Cary Home Improvement	Removed posts from Green space	326.00	326.00
	Total Other Grounds Maintenance			326.00
	Total Grounds Maintenance			660.00
Water				
North Fork Water				
04/22/2025	Elan Financial Services	ReadyRefresh	124.92	124.92
	Total North Fork Water			124.92
	Total Water			124.92
Garbage Removal				
04/04/2025	Mattituck Environmental Servi...	4 YD Trash Service	278.56	278.56
	Total Garbage Removal			278.56
	Total Operations and Maintenance			4,156.44
Miscellaneous Expense				
Legal Fees				
04/08/2025	Volz & Vigliotta, PLLC	Personnel Matter	75.00	75.00
	Total Legal Fees			75.00
Maintenance Office Equipment				
Optimum Internet Service				
04/22/2025	Optimum	Billing period 04/16/25 - 05/15/25	244.85	244.85
	Total Optimum Internet Service			244.85
Computer/Network Maintenance				
04/28/2025	L2J Consulting, Inc.	Monthly IT Support - April 2025	1,000.00	1,000.00
	Total Computer/Network Maintenance			1,000.00
Computer Software Licenses				

05/02/25

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
April 2025

Date	Name	Memo	Original Amount	Paid Amount
04/22/2025	Business Card	Education.com / Teacher Resource for Childr...	119.88	119.88
04/22/2025	Elan Financial Services	Paddle.Net*CrashPlan	32.59	32.59
04/22/2025	Elan Financial Services	Constant Contact annual renewal	422.40	422.40
Total Computer Software Licenses				574.87
Total Maintenance Office Equipment				1,819.72
Membership				
Professional Memberships				
04/16/2025	New York Library Association	Membership One Year through May 31, 2026 ...	1,560.00	1,560.00
Total Professional Memberships				1,560.00
Museum Passes				
04/17/2025	Metropolitan Opera Associati...	La Fille du Regiment (2019) on June 25,2025	100.00	100.00
Total Museum Passes				100.00
Total Membership				1,660.00
Postage				
Newsletter mailing				
04/25/2025	Postmaster	May/June Newsletter mailing	416.67	416.67
Total Newsletter mailing				416.67
Total Postage				416.67
Printing & Advertising				
Other printing & advertising				
04/01/2025	Floyd Memorial Library.	Suffolk Times Spring Children's Directory	150.00	150.00
04/22/2025	Business Card	Pens	325.65	325.65
Total Other printing & advertising				475.65
Newsletter printing				
04/25/2025	Pine Barrens Printing	May/June Newsletter Printing	3,767.00	3,767.00
Total Newsletter printing				3,767.00
Total Printing & Advertising				4,242.65
Professional Fees				
PALS Membership				
04/01/2025	SCLS-PALS	PALS Maintenance & Access Fee - Quarterly ...	2,899.41	2,899.41
Total PALS Membership				2,899.41
SCLS/Overdue Notices				
04/04/2025	SCLS	Overdues - Pricessed & Mailed - March 2025	19.95	19.95
Total SCLS/Overdue Notices				19.95
Total Professional Fees				2,919.36
Programs - Adult				
Adult Reading Club & Book Discu				
04/29/2025	Amazon Capital Services	Pens, Sticky notes, Book markers, Portfolios,...	155.49	155.49
04/29/2025	Amazon Capital Services	Qty 15 Books - James: A Novel	254.55	254.55
Total Adult Reading Club & Book Discu				410.04
Adult Programs				
04/04/2025	Jacqueline Parente	Seashell Creations 3/31/25	450.00	450.00
04/04/2025	Quogue Wildlife Refuge	Turtles 4/3/25	200.00	200.00
04/08/2025	Alice Jones	Intermediate Crochet Series 3/6/25 - 4/10/25	360.00	360.00
04/08/2025	Judy Wilson	Paper Beads 4/8/25	275.00	275.00
04/09/2025	Sharon Twickler	Reimburse Edible Book Festival Rewards	120.00	120.00
04/14/2025	Alice Jones	Beginner Crochet seres March and April	360.00	360.00
04/14/2025	Gerard Matovcik.	Reimburse Supplies for Edible Book Fair	38.72	38.72
04/14/2025	Pizza by Tano, Inc.	Pizza 4/12/25	300.00	300.00
04/14/2025	Theresa's Programs LLC	Trivia 4/10/25	395.00	395.00

05/02/25

Mattituck-Laurel Library
Monthly Expense Report - Operating Fund (Non Payroll)
April 2025

Date	Name	Memo	Original Amount	Paid Amount
04/22/2025	Elan Financial Services	Zoom	63.96	63.96
04/29/2025	Amazon Capital Services	Tea bags, Serving bowls, Patterned paper bags	33.80	33.80
04/29/2025	Brian Rose	Dancing in the Dark 4/26/25	300.00	300.00
Total Adult Programs				2,896.48
Total Programs - Adult				3,306.52
Programs - Juvenile				
04/04/2025	Karen Letteriello.	Donuts, Baking soda, Milk, Italian Ices, Check...	129.77	129.77
04/08/2025	Rob Scott	Cupcakes 4/8/25	355.00	355.00
04/14/2025	Nicole Summers Sparling	Baby Boogie, Toddler Tango 4/15/25	350.00	350.00
04/23/2025	Long Island Science Center	Physics of Toys 4/24/25	285.00	285.00
Total Programs - Juvenile				1,119.77
Programs - Summer				
04/04/2025	Karen Letteriello.	Gift card for reading, Flowers for dramatic play	32.29	32.29
Total Programs - Summer				32.29
Programs - Teen				
04/22/2025	Business Card	Color Our World Stickers, bookmarks, buttons...	109.74	109.74
04/29/2025	Amazon Capital Services	Erasers, Paints, Colored Pencils, Sketch Books...	140.78	140.78
Total Programs - Teen				250.52
Supplies - Library				
04/08/2025	Quill Corporation	Clorox wipes, Kleenex, Cups 12oz hot	86.34	86.34
04/14/2025	Amazon Capital Services	1500 pack small coin envelopes, Certificate s...	43.63	43.63
04/14/2025	Quill Corporation	Conex galaxy 5 oz 100 pk	24.36	24.36
04/22/2025	Business Card	Name badge for Eva	16.44	16.44
04/22/2025	Business Card	American Flag	86.95	86.95
04/22/2025	Elan Financial Services	Cricut	9.99	9.99
04/22/2025	Demco	Non fiction Spine Label, Alpha Labels	30.33	30.33
04/29/2025	Amazon Capital Services	Tweezers for first aid kit	8.99	8.99
04/29/2025	Amazon Capital Services	Tablecover rolls	84.15	84.15
04/29/2025	Amazon Capital Services	Coffeemaker	34.99	34.99
04/29/2025	Quill Corporation	K cup Coffee, Sticky notes	119.34	119.34
Total Supplies - Library				545.51
Supplies - Office				
04/04/2025	Cutchogue-New Suffolk Free ...	Lost Book - A Clash of Kings	17.00	17.00
04/14/2025	Quill Corporation	Brother Toner tn750 black	107.99	107.99
Total Supplies - Office				124.99
Telephone				
04/22/2025	Optimum	Billing period 04/16/25 - 05/15/25	191.68	191.68
Total Telephone				191.68
Travel				
04/29/2025	Karen Letteriello.	Mileage Reimbursement - Southold x 2	22.40	22.40
Total Travel				22.40
Workshops				
04/22/2025	Business Card	Long Island Library Conference / Two tickets	170.00	170.00
Total Workshops				170.00
Total Miscellaneous Expense				16,897.08
TOTAL				25,393.66

Mattituck-Laurel Library
Monthly Budget Report With Current Month
April 2025

	Apr 25
Ordinary Income/Expense	
Income	
Mattituck-Cutchogue School Dist	15,789.33
Interest	3.27
Direct Public Support	403.46
Fines	20.59
Library Materials Paid For	64.93
Copy Machine	346.87
Refunds	2,894.77
Total Income	19,523.22
Gross Profit	19,523.22
Expense	
Payroll Expenses	
Salaries	
Professional Salaries	27,823.78
Clerical	28,620.30
Custodian	3,694.57
Total Salaries	60,138.65
Benefits	
Fica	4,443.88
Disability Insurance	405.02
Medical Insurance	4,676.62
Retirement	5,701.88
Total Benefits	15,227.40
Total Payroll Expenses	75,366.05
Library Materials	
Youth Materials	
Youth Arts & Crafts	388.20
Youth DVD's	23.79
Youth Books	485.71
Total Youth Materials	897.70
Adult Materials	
DVD/Music CD	158.63
Digital Material Subscriptions	376.20
Adult Books	1,935.94
Large Print Books	39.00
Newspapers	433.92
Total Adult Materials	2,943.69
Teen Materials	146.11
Total Library Materials	3,987.50
Technology	352.64
Operations and Maintenance	
Building Maintenance	

Mattituck-Laurel Library
Monthly Budget Report With Current Month
April 2025

	Apr 25
Aquarium Maintenance	230.00
Security Monitoring	122.85
Other Building Maint.	118.50
Total Building Maintenance	471.35
Electric	1,633.05
Gas	988.56
Grounds Maintenance	
Sprinkler Maintenance	334.00
Other Grounds Maintenance	326.00
Total Grounds Maintenance	660.00
Water	
North Fork Water	124.92
Total Water	124.92
Garbage Removal	278.56
Total Operations and Maintenance	4,156.44
Miscellaneous Expense	
Legal Fees	75.00
Maintenance Office Equipment	
Verizon Mobile Hotspots	197.40
Optimum Internet Service	244.85
Computer/Network Maintenance	1,000.00
Computer Software Licenses	574.87
Total Maintenance Office Equipm...	2,017.12
Membership	
Professional Memberships	1,560.00
Museum Passes	100.00
Total Membership	1,660.00
Postage	
Newsletter mailing	416.67
Total Postage	416.67
Printing & Advertising	
Other printing & advertising	475.65
Newsletter printing	3,767.00
Total Printing & Advertising	4,242.65
Professional Fees	
Payroll Processing	581.89
PALS Membership	2,899.41
SCLS/Overdue Notices	19.95
Total Professional Fees	3,501.25
Programs - Adult	
Adult Reading Club & Book Dis...	410.04

Mattituck-Laurel Library
Monthly Budget Report With Current Month
April 2025

	Apr 25
Adult Programs	<u>2,896.48</u>
Total Programs - Adult	3,306.52
Programs - Juvenile	1,119.77
Programs - Summer	32.29
Programs - Teen	250.52
Supplies - Library	545.51
Supplies - Office	124.99
Telephone	191.68
Travel	22.40
Workshops	<u>170.00</u>
Total Miscellaneous Expense	<u>17,676.37</u>
Total Expense	<u>101,539.00</u>
Net Ordinary Income	<u>-82,015.78</u>
Net Income	<u><u>-82,015.78</u></u>

12:51 PM
05/02/25
Cash Basis

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
PILOT Funds	7,776.08	5,000.00	2,776.08	155.5%
Mattituck-Cutchogue School Dist	848,005.00	1,718,603.00	-870,598.00	49.3%
NY State Incentive	0.00	1,800.00	-1,800.00	0.0%
Interest	14.39	50.00	-35.61	28.8%
Direct Public Support	4,134.35	5,000.00	-865.65	82.7%
Fines	227.46			
Library Materials Paid For	151.37			
Copy Machine	1,553.71	3,500.00	-1,946.29	44.4%
Designated Gifts	2,500.00			
E-Rate Discount	0.00	5,400.00	-5,400.00	0.0%
Refunds	3,010.73			
Fund Balance Brought Forward	0.00			
Total Income	867,373.09	1,739,353.00	-871,979.91	49.9%
Gross Profit	867,373.09	1,739,353.00	-871,979.91	49.9%
Expense				
Payroll Expenses				
Salaries				
Professional Salaries	117,951.54	361,729.00	-243,777.46	32.6%
Clerical	124,057.66	459,661.00	-335,603.34	27.0%
Custodian	15,743.09	49,050.00	-33,306.91	32.1%
Total Salaries	257,752.29	870,440.00	-612,687.71	29.6%
Benefits				
Fica	18,988.34	64,310.00	-45,321.66	29.5%
Disability Insurance	733.80	1,200.00	-466.20	61.2%
Medical Insurance	20,363.49	125,405.00	-105,041.51	16.2%
Retirement	18,614.11	71,153.00	-52,538.89	26.2%
Total Benefits	58,699.74	262,068.00	-203,368.26	22.4%
Total Payroll Expenses	316,452.03	1,132,508.00	-816,055.97	27.9%
Library Materials				
Youth Materials				
Youth Arts & Crafts	565.04	2,000.00	-1,434.96	28.3%
Youth DVD's	84.66	400.00	-315.34	21.2%
Youth Computer Software	0.00	1,500.00	-1,500.00	0.0%
Youth Compact Discs	0.00	0.00	0.00	0.0%
Youth Audio Books	0.00	0.00	0.00	0.0%
Youth Books	1,566.63	12,000.00	-10,433.37	13.1%
Total Youth Materials	2,216.33	15,900.00	-13,683.67	13.9%
Adult Materials				
DVD/Music CD	1,213.60	3,700.00	-2,486.40	32.8%
Live-brary Downloadable e-b...	54,688.00	57,300.00	-2,612.00	95.4%
Digital Material Subscriptions	3,000.45	12,500.00	-9,499.55	24.0%
Title Source	1,189.65	2,400.00	-1,210.35	49.6%
Adult Books	4,583.02	21,500.00	-16,916.98	21.3%
Reference Books and Data ...	0.00	2,000.00	-2,000.00	0.0%
Adult Ref Books				

12:51 PM
05/02/25
Cash Basis

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Local History	475.00	1,000.00	-525.00	47.5%
Continuations	0.00	2,000.00	-2,000.00	0.0%
Total Adult Ref Books	475.00	3,000.00	-2,525.00	15.8%
Virtual Reference Collection	0.00	5,600.00	-5,600.00	0.0%
Adult Audio Books	0.00	250.00	-250.00	0.0%
Large Print Books	79.99	5,000.00	-4,920.01	1.6%
Newspapers	1,755.69	7,200.00	-5,444.31	24.4%
Periodicals	4,554.51	5,200.00	-645.49	87.6%
Total Adult Materials	71,539.91	125,650.00	-54,110.09	56.9%
Teen Materials	412.12	2,500.00	-2,087.88	16.5%
Total Library Materials	74,168.36	144,050.00	-69,881.64	51.5%
Capital Expenditures	0.00	19,000.00	-19,000.00	0.0%
Technology	4,856.85	9,300.00	-4,443.15	52.2%
Operations and Maintenance				
Building Maintenance				
Aquarium Maintenance	1,131.00	3,600.00	-2,469.00	31.4%
HVAC Maintenance	697.74	2,500.00	-1,802.26	27.9%
Exterminator	210.00	1,200.00	-990.00	17.5%
False Alarms	0.00	200.00	-200.00	0.0%
Alarm Test	0.00	200.00	-200.00	0.0%
Elevator Maint.	2,683.74	5,500.00	-2,816.26	48.8%
Security Monitoring	245.70	700.00	-454.30	35.1%
Water Backflow Test	260.00	275.00	-15.00	94.5%
Fire Sprinkler Test	1,250.00	1,200.00	50.00	104.2%
Piano Tuning	0.00	400.00	-400.00	0.0%
Other Building Maint.	603.50	7,000.00	-6,396.50	8.6%
Total Building Maintenance	7,081.68	22,775.00	-15,693.32	31.1%
Custodial Supplies	513.45	1,300.00	-786.55	39.5%
Electric	6,522.41	29,000.00	-22,477.59	22.5%
Gas	6,155.02	12,000.00	-5,844.98	51.3%
Grounds Maintenance				
Snow Removal	2,150.00	4,000.00	-1,850.00	53.8%
Sprinkler Maintenance	334.00	700.00	-366.00	47.7%
Other Grounds Maintenance	7,561.00	12,500.00	-4,939.00	60.5%
Total Grounds Maintenance	10,045.00	17,200.00	-7,155.00	58.4%
Insurance				
Workers' Comp.	0.00	12,000.00	-12,000.00	0.0%
Umbrella Package	0.00	23,000.00	-23,000.00	0.0%
Total Insurance	0.00	35,000.00	-35,000.00	0.0%
Water				
North Fork Water	272.82	850.00	-577.18	32.1%
SCWA	213.18	3,500.00	-3,286.82	6.1%
Total Water	486.00	4,350.00	-3,864.00	11.2%

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Cash Basis

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Garbage Removal	1,114.75	3,300.00	-2,185.25	33.8%
Total Operations and Maintenance	31,918.31	124,925.00	-93,006.69	25.5%
Miscellaneous Expense				
Longevity Benefit	0.00	1,500.00	-1,500.00	0.0%
Legal Fees	1,850.00	2,500.00	-650.00	74.0%
Contingency	175.00	3,000.00	-2,825.00	5.8%
Maintenance Office Equipment				
Verizon Mobile Hotspots	789.60	2,500.00	-1,710.40	31.6%
Optimum Internet Service	985.50	3,500.00	-2,514.50	28.2%
Copy Machine	878.61	5,500.00	-4,621.39	16.0%
Computer/Network Maintenance	4,000.00	12,000.00	-8,000.00	33.3%
BookScan Maintenance	690.00	750.00	-60.00	92.0%
Computer Software Licenses	6,813.36	9,000.00	-2,186.64	75.7%
Total Maintenance Office Equipment	14,157.07	33,250.00	-19,092.93	42.6%
Membership				
Professional Memberships	1,786.00	2,300.00	-514.00	77.7%
Museum Passes	1,015.06	5,000.00	-3,984.94	20.3%
Mattituck Chamber of Commerce	125.00	350.00	-225.00	35.7%
Eastern Suffolk BOCES	0.00	800.00	-800.00	0.0%
Total Membership	2,926.06	8,450.00	-5,523.94	34.6%
Postage				
Postage & Stamps	235.44	770.00	-534.56	30.6%
Mailing Permit	350.00	300.00	50.00	116.7%
Newsletter mailing	833.34	2,000.00	-1,166.66	41.7%
Post Office Box Fee	0.00	200.00	-200.00	0.0%
Total Postage	1,418.78	3,270.00	-1,851.22	43.4%
Printing & Advertising				
Other printing & advertising	852.75	1,500.00	-647.25	56.9%
Newsletter printing	7,534.00	21,000.00	-13,466.00	35.9%
Total Printing & Advertising	8,386.75	22,500.00	-14,113.25	37.3%
Professional Fees				
Payroll Processing	2,221.94	8,000.00	-5,778.06	27.8%
SCLS Telecommunications	0.00	10,500.00	-10,500.00	0.0%
PALS Membership	5,798.82	10,900.00	-5,101.18	53.2%
Annual audit	1,275.00	15,000.00	-13,725.00	8.5%
SCLS/Overdue Notices	98.42	500.00	-401.58	19.7%
SCLS/Annual Membership	11,508.00	12,500.00	-992.00	92.1%
Total Professional Fees	20,902.18	57,400.00	-36,497.82	36.4%
Programs - Adult				
Motion Picture/Music Licensing	97.99	600.00	-502.01	16.3%
Adult Reading Club & Book ...	674.04	3,500.00	-2,825.96	19.3%
Adult Programs	10,136.17	18,000.00	-7,863.83	56.3%
Total Programs - Adult	10,908.20	22,100.00	-11,191.80	49.4%
Programs - Juvenile	4,353.06	12,000.00	-7,646.94	36.3%

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Cash Basis

Mattituck-Laurel Library
Monthly Budget Report With Year To Date
January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Programs - Summer	2,901.76	8,000.00	-5,098.24	36.3%
Programs - Teen	928.29	8,000.00	-7,071.71	11.6%
Supplies - Library	2,091.07	10,500.00	-8,408.93	19.9%
Supplies - Office	1,759.03	4,000.00	-2,240.97	44.0%
Supplies - Paper	304.45	2,500.00	-2,195.55	12.2%
Telephone	730.06	2,400.00	-1,669.94	30.4%
Travel	577.10	2,400.00	-1,822.90	24.0%
Workshops	247.14	2,300.00	-2,052.86	10.7%
Staff Development	200.00	1,000.00	-800.00	20.0%
Tuition Reimbursement	0.00	2,500.00	-2,500.00	0.0%
Total Miscellaneous Expense	74,816.00	209,570.00	-134,754.00	35.7%
Debt Service Total				
Mortgage Interest	0.46			
Debt Service Total - Other	0.00	100,000.00	-100,000.00	0.0%
Total Debt Service Total	0.46	100,000.00	-99,999.54	0.0%
Total Expense	502,212.01	1,739,353.00	-1,237,140.99	28.9%
Net Ordinary Income	365,161.08	0.00	365,161.08	100.0%
Net Income	365,161.08	0.00	365,161.08	100.0%

05/02/25

Mattituck-Laurel Library
Monthly Income & Expense Report - All Other Funds
April 2025

Type	Date	Name	Memo	Paid Amount
Cultural Activities Fund				
Coffee Machine				
Deposit	04/07/2025		Coffee	2.00
Deposit	04/14/2025		Coffee	1.00
Deposit	04/21/2025		Coffee	1.00
Deposit	04/28/2025		Coffee	1.00
Total Coffee Machine				5.00
Staff Activity Fund				
Bill	04/08/2025	Shauna Scholl.	Reimburse Food for Library Sta...	-86.45
Bill	04/22/2025	Business Card	Staff Appreciation Day Lunch	-280.00
Total Staff Activity Fund				-366.45
Adult Programs Wash Account				
Bill	04/04/2025	Suffolk Safety Program	Defensive Driving 3/29/25 - 28 ...	-980.00
Deposit	04/07/2025		Yoga - Walk-ins x 2	40.00
Deposit	04/07/2025		LI Aquarium Tickets	145.00
Deposit	04/07/2025		Yoga walk-in	19.12
Deposit	04/14/2025		LI Aquarium Tickets	95.00
Deposit	04/21/2025		Arts/Crafts	9.41
Deposit	04/21/2025		Boating	171.78
Deposit	04/21/2025		LI Aquarium Tickets	274.00
Deposit	04/28/2025		LI Aquarium Tickets	106.00
Deposit	04/28/2025		Arts/Crafts	37.64
Total Adult Programs Wash Account				-82.05
Total Cultural Activities Fund				-443.50
Gift and Trust Fund - MM				
Undesignated & Interest				
Bill	04/22/2025	The Dollywood Foundation	Dolly Parton Imagination Library	-1,000.00
Deposit	04/28/2025	Friends of the Mattituck-...	Dolly Parton Imagination Library	1,000.00
Deposit	04/30/2025		Interest	0.07
Total Undesignated & Interest				0.07
Total Gift and Trust Fund - MM				0.07
TOTAL				-443.43

05/02/25

Mattituck-Laurel Library Monthly Bill Payments

As of April 30, 2025

Type	Date	Num	Name	Memo	Amount
Operating Checking					
Total Operating Checking					
BNB Operating Checking					
Bill Pmt -Check	04/01/2025	13171	B&T Adult Account	L 90004-3	-1,938.56
Bill Pmt -Check	04/01/2025	13172	B&T Juvenile Account	L 935700	-485.71
Bill Pmt -Check	04/01/2025	13173	B&T Teen Account	L943258	-66.12
Bill Pmt -Check	04/01/2025	13174	Floyd Memorial Library.	Suffolk Times Spring Children's Directory	-150.00
Bill Pmt -Check	04/01/2025	13175	Kanopy, Inc.	Invoice #445476-PPU	-173.00
Bill Pmt -Check	04/01/2025	13176	Midwest Tape	11952	-203.20
Bill Pmt -Check	04/01/2025	13177	SCLS-PALS	Invoice #82085	-2,899.41
Bill Pmt -Check	04/04/2025	13178	Cutchogue-New Suffolk Free Library	Lost Book - A Clash of Kings	-17.00
Bill Pmt -Check	04/04/2025	13179	Jacqueline Parente	Seashell Creations 3/31/25	-450.00
Bill Pmt -Check	04/04/2025	13180	Karen Letteriello.	Reimburse items for Summer & Juvenile Programs	-162.06
Bill Pmt -Check	04/04/2025	13181	Mattituck Environmental Services	Custm 11-0001422-0, Inv. 6132540	-278.56
Bill Pmt -Check	04/04/2025	13182	PM Communications Corp.	Invoice 44581	-117.89
Bill Pmt -Check	04/04/2025	13183	Quogue Wildlife Refuge	Turtles 4/3/25	-200.00
Bill Pmt -Check	04/04/2025	13184	SCLS	Invoice 94426	-19.95
Bill Pmt -Check	04/04/2025	13185	Suffolk Security Systems, Inc.	1720	-122.85
Bill Pmt -Check	04/07/2025	13186	NYS Employees Health Insurance Penden...	03909	-7,981.52
Bill Pmt -Check	04/07/2025	13187	Shelterpoint Life Insurance Company	Policy #D242574	-692.64
Bill Pmt -Check	04/08/2025	13188	Alice Jones	Intermediate Crochet Series 3/6/25 - 4/10/25	-360.00
Bill Pmt -Check	04/08/2025	13189	ELM USA, Inc.	Invoice 75452	-25.00
Bill Pmt -Check	04/08/2025	13190	Judy Wilson	Paper Beads 4/8/25	-275.00
Bill Pmt -Check	04/08/2025	13191	Quill Corporation	03047280	-86.34
Bill Pmt -Check	04/08/2025	13192	Rob Scott	Cupcakes 4/8/25	-355.00
Bill Pmt -Check	04/09/2025	13193	Volz & Vigliotta, PLLC	Account no. MLL-01M, Strmnt no. 6354	-75.00
Bill Pmt -Check	04/09/2025	13194	Sharon Twickler	Reimburse Edible Book Festival Rewards	-120.00
Bill Pmt -Check	04/14/2025	13195	Alice Jones	Beginner Crochet seres March and April	-360.00
Bill Pmt -Check	04/14/2025	13196	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1FPJ-R...	-43.63
Bill Pmt -Check	04/14/2025	13197	Cary Home Improvement	Invoice 166	-326.00
Bill Pmt -Check	04/14/2025	13198	Gerard Matovcik.	Reimburse Supplies for Edible Book Fair	-38.72
Bill Pmt -Check	04/14/2025	13199	Living Art Aquariums	Invoice 2227	-230.00
Bill Pmt -Check	04/14/2025	13200	Nicole Summers Sparling	Baby Boogie, Toddler Tango 4/15/25	-350.00
Bill Pmt -Check	04/14/2025	13201	Pizza by Tano, Inc.	Pizza 4/12/25	-300.00
Bill Pmt -Check	04/14/2025	13202	Quill Corporation	03047280	-132.35
Bill Pmt -Check	04/14/2025	13203	Theresa's Programs LLC	Trivia 4/10/25	-395.00
Bill Pmt -Check	04/16/2025	13204	New York Library Association	Invoice no. 5320	-1,560.00
Bill Pmt -Check	04/17/2025	13205	Metropolitan Opera Association, Inc.	Met Opera M500	-100.00
Bill Pmt -Check	04/17/2025	13206	Lindsay Irrigation, Inc.	Invoice no. 20100	-334.00
Bill Pmt -Check	04/22/2025	13207	Business Card	5474 1518 7474 0647	-1,231.91
Bill Pmt -Check	04/22/2025	13208	Demco	810225915	-30.33
Bill Pmt -Check	04/22/2025	13209	Elan Financial Services	4798 5101 7200 1022	-653.86
Bill Pmt -Check	04/22/2025	13210	Midwest Tape	11952	-76.96
Bill Pmt -Check	04/22/2025	13211	Optimum	Acct 07839-381822-01-2	-436.53
Bill Pmt -Check	04/22/2025	13212	Fun Express, LLC	Inv 73680844301	-271.23
Bill Pmt -Check	04/23/2025	13213	Long Island Science Center	Physics of Toys 4/24/25	-285.00
Bill Pmt -Check	04/24/2025	13214	Aflac	Acct NQH35, Inv 622428	-51.24
Bill Pmt -Check	04/25/2025	13215	Pine Barrens Printing	Invoice 34707	-3,767.00
Bill Pmt -Check	04/25/2025	13216	Postmaster	Permit no. 41	-416.67
Bill Pmt -Check	04/25/2025	13217	Daily News	Acct 4090496	-90.00
Bill Pmt -Check	04/28/2025	13218	L2J Consulting, Inc.	Invoice 042025	-1,000.00
Bill Pmt -Check	04/28/2025	13219	PSEGLI	Cstmr 0295-3001-61-3, Acct 9610338501	-1,633.05
Bill Pmt -Check	04/29/2025	13220	Amazon Capital Services	Acct# A1QBFNTMAAYKEX, Invoice ID 1MXF-C...	-896.09
Bill Pmt -Check	04/29/2025	13221	Brian Rose	Dancing in the Dark 4/26/25	-300.00
Bill Pmt -Check	04/29/2025	13222	Karen Letteriello.	Mileage Reimbursement	-22.40
Bill Pmt -Check	04/29/2025	13223	Midwest Tape	11952	-80.46
Bill Pmt -Check	04/29/2025	13224	National Grid	Acct 43544-64005	-988.56
Bill Pmt -Check	04/29/2025	13225	Newsday	Acct 40410623	-343.92
Bill Pmt -Check	04/29/2025	13226	Quill Corporation	03047280	-119.34
Bill Pmt -Check	04/29/2025	13227	Verizon	Acct. 242398426-00001, Inv 6111225703	-197.40
Total BNB Operating Checking					-34,316.46
TOTAL					-34,316.46